

Application Checklist

Please use the following guideline when completing a rezoning and/or variance application. Digital copies of supplemental materials may be submitted to planning@columbiacountyga.gov

For all Rezoning and/or Variance applications you must submit:

A completed application form

- Section 1: Type of Application
 - Check the correct type of application
 - Complete the date of application
 - Complete the rezoning request, plan revision, variance and variation accordingly
- Section 2: Property Information
 - Fill in all information (If in doubt, call our office at (706) 868-3400)
- Section 3: Proposed Use
 - Brief Description (i.e. retail, commercial, residential, etc.)
- Section 4: Ownership and Applicant Information
 - Owner and applicant must sign
 - If additional owners are involved, complete *"Additional Ownership Information"* application
 - **ALL** signatures must be notarized
 - If notarized in our office, **DO NOT** sign off on before coming. A driver's license will be required for identification purposes
- Section 5: Disclosure Information
 - Must be completed; if you answered yes, complete the *"Disclosure Form"*
- Section 6: Payment

A copy of the warranty deed from the Clerk of Superior Courts Office is required to show proof of ownership.

A copy of the plat from the Clerk of Superior Courts Office

For Rezoning To S-1, PDD, or PUD you must also submit:

A narrative explaining the proposed use(s), hours of operation, phasing, etc.; may include development standards and examples

A site plan, including setbacks, building locations, existing/proposed construction, etc.

For Variance and Conditional Use requests you must also submit:

A narrative explaining the requested variance or conditional use

Please Note: Additional information may be required. If there is other information you feel would support your request, please submit it with your application.